



## UNDERGROUND APARTMENT DEVELOPMENT CHECK LIST FOR ELECTRIC SERVICE

PROJECT NAME: \_\_\_\_\_

PROJECT ACCEPTANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

JEA SIGNATURE

The following: Check List” will help you in complying with the requirements set forth in JEA Procedure Number CR40230COM-013,” and the “JEA Procedures, Standards and Specifications for Underground Conduit Systems.” The Developer is encouraged to contact JEA to obtain the current documents and checklists.

Initial requirements to begin JEA engineering process:

- ( ) 1. **Letter of Intent**
- ( ) 2. **Blanket Easement**, in the case of non-platted developments, with:
  - (a.) Opinion of Title (if you own the property)
  - (b.) Consent and Joinder (if there is a mortgage on the property)
  - (c.) Registered Survey of property
  - (d.) **Service will not be made hot until all easements are recorded.**
- ( ) 3. **Site Plan** or **Preliminary Plat** showing building footprints
- ( ) 4. **Digital CAD File** of Site Plan or Preliminary Plat and engineering drawings - formatted in accordance with JEA Specifications for Digital Files.
- ( ) 5. **Street Names** approved by appropriate official, with the original stamp, signed and dated on Site Plan or Preliminary Plat.
- ( ) 6. **Addresses** approved by appropriate official; with the original stamp, signed and dated for apartments, house meters, etc.
- ( ) 7. **Plans** to include the following:
  - (a.) Building Construction Plans to include building floor plans, driveway plans, type of units in each building and electrical load requirements in kW for each type unit.
  - (b.) Meter Plan as proposed by the Developer
  - (c.) Water, Sewage and Drainage Plans with Tap Details
  - (d.) Environmental Site Plans
  - (e.) Paving Plans with Details and Cross Section
  - (f.) Landscaping and Irrigation Plans
  - (g.) Gas Plan (if available)
- ( ) 8. **JEA Facilities** that may have to be removed or relocated.
- ( ) 9. **Street Lighting Plan**
  - (a.) Public lighting must be approved by appropriate official and reviewed by JEA for compliance with JEA policy.
  - (b.) Private lighting must be submitted by developer and reviewed by JEA for compliance with JEA policy.
- ( ) 10. **Non-Residential Services - i.e.**, lift stations, irrigation pumps, entrance signs, etc. with details and power requirements